

INSTRUCTIONAL TECHNIQUES COURSE OUTLINE

#40 17-21 Aug. 1959

#41 31 Aug-4 Sept. 1959

MONDAY

Orientation

Purpose of Course

Course Outline

Security

Each student will give a 5 minute talk related to himself and covering such items as early life, education and subject matter studied, work history, armed forces experiences, travel, agency experiences and work (unclassified)

Study period

Read handouts "Principles of Learning" and Principles of Teaching"

Class discussion

Principles of learning/teaching

Study period

Read handout "Building Tools for Evaluation"

Class discussion

Principles of evaluation

TUESDAY

Study period

Read handout "Speech Techniques"

Each student will prepare a 5 minute talk on some Current Events subject related to his own subject matter area

Class discussion

Speaking techniques

Student talks prepared above. Critique by class/instructor

Study period

Read handout "Methods of Instruction: The Lecture"

Each student will prepare a 15 minute lecture on some phase of his own subject matter area.

Class discussion

Lecturing techniques

Student lectures prepared above. Critique by class/instructor.

WEDNESDAY

Study period

Read handout "Method of Instruction: The Demonstration"

Each student will prepare a 20 minute demonstration on some phase of his own subject matter area

Class discussion

Techniques of demonstrations

Each student will give his demonstration prepared above. Critique by class/instructor

THURSDAY

Study period

Read handout "The Lesson Plan"

Each student will prepare a lesson plan on some phase of his own subject matter area. This lesson plan should cover approximately 30 minutes for presentation time.

Class discussion

The lesson plan

Each student will briefly outline to the class the procedure he intends to use in giving this lesson to the class. Instructor and class will critique the outlined procedure.

Study period

Read handout "Training Aids"

Class discussion

Training aids.

FRIDAY

Study period

Review of previous work

Final preparation of Lesson Plan presentation

Student presentation of lesson as developed above (30 minutes for each student). Critique of presentation by class/instructor

NOTE: Each student will prepare his final Lesson Plan in sufficient copies so that the instructor and each class member will each have a copy at the time of presentation.

A number of training films will be used during this course and shown where pertinent to the material discussed.

S-E-C-R-E-T

TRAINING EVALUATION
INSTRUCTIONAL TECHNIQUES NO.

SECTION I. IDENTIFYING INFORMATION			
NAME	SEX M	DATES OF COURSE	NO. OF STUDENTS
DATE OF BIRTH	EOD DATE	GRADE OR RANK	OFFICE

PROJECTED ASSIGNMENT OR PRESENT POSITION

SECTION II. OBJECTIVES OF THE COURSE

The objectives of this course are:

1. To acquaint the student with the learning process.
2. To show the student how the principles of learning are applied to instruction and offer practical teaching experiences in applying them.

SECTION III. SPECIFIC CHARACTERISTICS OF THE COURSE

This course included planning and practical teaching work in the techniques of speaking, lecturing, demonstrations, training aids, lesson preparation and presentation, and evaluation of instruction, all based upon the implementation of the principles of learning. Due to the shortness of the course, familiarization only was attempted with the above aspects of teaching.

During this course, the student presented to the class a sample Lecture, Demonstration, and Lesson Plan related to his own technical subject matter area. These presentations were critiqued and rated by his classmates and instructor.

FOR THE DIRECTOR OF TRAINING:

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Chief Instructor